



County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

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January 29, 2010

To: All Department Heads

From: William T Fujioka
Chief Executive Officer

REDUCING OFFICE SUPPLY EXPENDITURES

As a necessary cost savings measure, this memo is to remind departments that they must purchase only approved, low-cost items when ordering office supplies.

On March 2, 2009, this Office notified departments of the need to reduce costs by buying less expensive office supplies. For example, by ordering lower cost ballpoint pens rather than more costly pens, we estimated annual savings of \$162,000 countywide. To ensure that departments captured these savings, on March 16, 2009, the Internal Services Department (ISD) issued a purchasing bulletin to departments to standardize office supplies purchases on listed low cost items.

A review of more recent office supply purchases indicates the need for greater departmental attention to purchasing low cost office products. To provide additional direction to departments, the attached "Office Supply Listing" provides an updated listing of common approved office supplies. When departments purchase any of the listed categories of supplies, they should purchase the listed items or those of equivalent low cost. Otherwise, departments must document and retain the reasons for buying items outside this list.

ISD is in the process of reducing the 18,000 products currently available through our office supplies contract to develop a low cost countywide office supplies formulary. This formulary will be in a catalog format and loaded onto the eCAPS procurement module within the next 45-days for departmental access. Until such time as the full catalog is available, to reduce expenditures in this area, each department should use the attached listing of substitute items.

Thank you for helping to reduce costs during this difficult budget year. If you have any questions, please contact Ellen Sandt at 213-974-1186 or esandt@ceo.lacounty.gov.

WTF:ES:ef

Attachment

c: Administrative Deputies

"To Enrich Lives Through Effective And Caring Service"

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APPROVED OFFICE SUPPLY LISTING**ATTACHMENT I**

DESCRIPTION (OFFICE DEPOT)	SKU#	U/M	PRICE PER U/M
STAPLER,ELECTRIC,BLACK	549014	EA	\$13.47
STAPLER,ECON,FULL STRIP,BLACK	908210	EA	\$1.64
STAPLE REMOVER,BLACK	427111	EA	\$0.24
REMOVER,STAPLE,HEAVY-DUTY	908616	EA	\$6.21
STAPLES,PREMIUM,5000BX	344279	BX	\$2.36
STAPLES,3/8",25-60SHT,5M/BX	371641	BX	\$4.40
STAPLES,HD,1/4",15-25SH,5000BX	371658	BX	\$8.52
STAPLES,1/2",40-90 SHT,5M/BX	371666	BX	\$4.91
STAPLES,B8,ARCH CR,1/4",5M,STD	371674	BX	\$2.41
STAPLES,STANDARD,5 PACK	432255	PK	\$6.81
STAPLES,B8,3/8IN,5M/BOX	892729	BX	\$4.12
STAPLES,UNDULATED,1/4",5M/BX	908699	BX	\$4.53
CARTRIDGE,STPL,RPD 5080,5000BX	698541	BX	\$19.42
WASTEBASKET,RECT,13 QT CAP,BLK	221457	EA	\$2.94
WASTEBASKET,MED,"WE RECY",BLU	373860	EA	\$4.24
PEN,CORRECTION,FINE PT,WHITE	909291	EA	\$1.68
TAPE,CORRECTION,LP DRYLINE,2PK	254089	PK	\$2.12
TAPE,CORRECTION,MONO	166702	EA	\$1.02
CORRECTION,DISPOSABLE,DRYLINE	987172	EA	\$2.22
FLUID,CORRECTION,OD,MULTI,WHT	909119	EA	\$0.19
CORRECTION FLUID,OD,WHT,12PK	340840	DZ	\$3.60
TAPE,TRANSPARENT,1/2"X36YD	910398	RL	\$0.30
TAPE,INVISIBLE,3/4"X36YD	910430	RL	\$0.52
TAPE,TRANS,3M,3/4X1000,6/PK	599284	PK	\$8.96
TAPE,MGC,SCTH,3/4"X1000",10PK	489461	PK	\$11.36
TAPE,MAGIC,3M,3/4X1296	173047	RL	\$1.28
TAPE,MASKING,HIGHLAND,1"X60YD	666537	RL	\$1.01
TAPE,MASKING,2X60YD,HILND	666511	RL	\$2.08
RULER,WOOD,12IN,DBL,METAL EDGE	997999	EA	\$0.48
RULER,PLASTIC,6",ASTD JWL CLR	692067	EA	\$0.14
RULER,BEVELED,WD,18",WESTCOT	998039	EA	\$1.90
RULER,15",STEEL,OD	692242	EA	\$1.48
RULER,W/BNDR HOLES,12",PLSTC,A	720461	EA	\$0.07
RULER,YARDSTICK,WOOD,BRASS END	104042	EA	\$1.01
RUBBERBAND,PCG,#107,7",1#	909721	BX	\$2.93
RUBBERBAND,PCG,#117B,7",1#	909713	BX	\$8.76
RUBBERBAND,PCG,#54,AST,1#	909697	BX	\$2.93
RUBBERBAND,PCG,#84,3.5",1#	987370	BX	\$2.93
RUBBERBAND,SIZE 16,1LB	909648	BX	\$2.93
RUBBERBAND,SIZE 18,1LB	909655	BX	\$2.93
RUBBERBAND,SIZE 33,1LB	909689	BX	\$2.93
RUBBERBAND,SIZE 64,1LB	909705	BX	\$2.93
RUBBERBANDS,SZ19,1#	855730	BG	\$3.29
RUBBERBANDS,SZ32,1#	855595	BG	\$3.29

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DESCRIPTION (OFFICE DEPOT)	SKU#	U/M	PRICE PER U/M
CHAIRMAT,ECONO,46X60,UTILITY	478028	EA	\$16.56
CHAIRMAT,ECONO,45X53,WIDE LIP	475823	EA	\$15.49
CHAIRMAT,ECONO,36X48,STD LIP	475676	EA	\$13.23
CHAIRMAT, L-WKRSTION, 66X60	478196	EA	\$54.99
PENS,MED.PT,RSVP,12PK,BLACK	120675	DZ	\$2.92
PENS,MED.PT,RSVP,12PK,BLUE	120709	DZ	\$4.74
PEN,BALL PT,MEDIUM,STICK,BLUE	181578	DZ	\$0.77
PEN,BALL PT,MEDIUM,STICK,RED	181586	DZ	\$0.74
PEN,BALL PT,MEDIUM,STICK,BLK	181594	DZ	\$0.79
PEN,BALL PT,MEDIUM,STICK,GRN	181602	BX	\$1.15
PEN,BLPT,C-MATE,RETR,MED,BLACK	256771	DZ	\$5.71
PEN,BLPT,C-MATE,RETR,MED,BLUE	256791	DZ	\$5.71
PEN,BLPT,C-MATE,MED,RED	256801	DZ	\$5.71
PEN,GRIP,WB,MED,DZ,BLACK	863173	DZ	\$1.69
PEN,GRIP,WB,MED,DZ,BLUE	863182	DZ	\$1.69
PEN,GRIP,WB,MED,DZ,RED	863200	DZ	\$1.69
PEN,GRIP,PM,WB,DZ,MED,GREEN	863218	DZ	\$1.69
LEAD,HB,0.5MM,12PK	139608	PK	\$6.73
LEAD,HB,0.7MM,BLK,12PK	139616	PK	\$6.73
LEAD,HB,0.9MM,BLK,3PK	139632	PK	\$1.68
PENCIL,MECH,Z-GRIP,.5MM,DZ,BLK	760499	DZ	\$3.44
PENCIL,MECH,Z-GRIP,.7MM,DZ,BLK	760513	DZ	\$3.63
MECHANICAL PENCIL,0.9MM,6PK	789136	PK	\$3.03
LEAD,HM,SUPERFINE,.5MM,12/TB	929356	TB	\$0.56
LEAD,.5MM,ULTRAFINE,12/TB,RED	929414	TB	\$1.49
LEAD,7MM,EXTRAFINE,BLK,12/TB	929497	TB	\$0.56
PENCIL,#2,OD,12/PK	107580	PK	\$0.23
PENCIL,AMER,CHECKING,RED	688333	DZ	\$2.37
PENCIL,AMER,CHECKNG,BLUE	688358	DZ	\$4.77
ERASER,PCL,MED,PNK PEARL,3PK	485177	PK	\$0.57
ERASER,CAP,RED,12/PK	206503	PK	\$0.49
SHARPENER,PENCIL,ELECTRIC	824748	EA	\$11.71
NOTE,SS,4X6,LINED,3/PK,TROP	195456	PK	\$6.15
PAD,NOTE,HIGHLAND,1.5X2,YEL,12	368720	PK	\$1.11
PAD,NOTE,HIGHLAND,3"X3",12PK,Y	368738	DZ	\$2.51
PAD,NTE,HIGHLAND,3"X5",12PK,Y	368746	PK	\$3.44
NOTE,PSTIT,SSTCKY,3X3,12PK,YEL	504728	PK	\$9.60
NOTE,PST-IT,SSTCKY,4X4,6PK,YEL	504792	PK	\$7.41
NOTE,PST-IT,SSTCKY,4X6,5PK,YEL	504808	PK	\$8.42
NOTE,PSTIT,SSTCKY,3X5,12PK,YEL	506320	PK	\$13.02
FLAG,TAPE,IN DISP,2PK,RED	452367	PK	\$2.95
FLAG,TAPE,IN DISP,BLUE,2PK	452375	PK	\$2.95
FLAG,TAPE,IN DISP,2PK,GREEN	452391	PK	\$2.95
FLAG,TAPE,IN DISP,ORANGE,2PK	452417	PK	\$2.95
FLAG,TAPE,IN DISP,2PK,PURPLE	452425	PK	\$2.95
POST-IT FLAGS,SM,ASTD COLORS	369581	PK	\$2.96
FLAGS,"SIGN HERE",4/PK	576833	PK	\$8.27
FLAG,POST-IT,"INITIAL HERE",2P	577078	PK	\$3.96

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DESCRIPTION (OFFICE DEPOT)	SKU#	U/M	PRICE PER U/M
PAD,PERF,8.5X11,OD,LGL RLD,12P	305466	DZ	\$4.60
PAD,PERF,8.5X14,OD,WHT,LGL RLD	223291	DZ	\$9.84
PAD,PERF,5X8,CAN,LGL,RLD,12PK	307397	DZ	\$6.68
PAD,STENO,GREGG RLD,6X9,80'S	984419	EA	\$2.56
PUSH PINS,TRANSLUCENT,AST,50PK	199304	PK	\$1.16
BINDER CLIPS,SMALL,BLACK,36PK	199888	PK	\$2.93
BINDER CLIPS,MINI,BLK,60PK	975992	PK	\$3.51
BINDER CLIPS, MED, BLK,24PK	199952	PK	\$3.81
CLIPS,BINDER,LG,1 INCH CAP	810606	BX	\$9.20
IDEAL CLAMPS,#2,SMALL,BX50	199856	BX	\$2.37
CLAMP,IDEAL,LARGE,12/BOX	380165	BX	\$0.72
HIGHLIGHTER,DESK STYLE,YELLOW	954608	DZ	\$9.72
HIGHLIGHTER,DESK STYLE,PINK	659730	EA	\$0.21
HIGHLIGHTER,DESK STYLE,GREEN	659755	EA	\$0.24
HIGHLIGHTER,DESK STYLE,ASST	954600	DZ	\$5.61
SCISSORS,GOOD QUAL CAST,8",BLK	913551	EA	\$1.65
CLIPBOARD,LETTER SIZE,2PK	470591	PK	\$0.61
CLIPBOARD,LEGAL SIZE	174276	EA	\$0.85
CALCULATOR,DESKTOP,MS-80TV	820483	EA	\$4.18
CALCULATOR,HANDHELD,SL-300SV	736152	EA	\$4.94